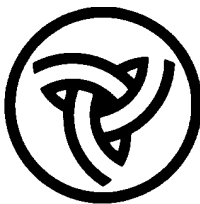


Jurisdictional Transfer Guidelines

For Highway and Street Systems
April 1993



Illinois Department of Transportation

Division of Highways
Bureau of Local Roads and Streets

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SECTION 1 – INTRODUCTION

Most of the highways that will be used in the foreseeable future are in existence today. Many of these highways were created over a hundred years ago its wagon trails that followed the natural contours of the land or were constructed with the highway bond issues of 1917 and 1923. In 1959 the Illinois General Assembly revised and codified laws relating to public highways and established the present integrated system of highways which include:

<u>System</u>	<u>Highway Authority</u>
State Highway System	Department of Transportation
County Highway System	County Board
Township and District Road System	Highway Commissioner*
Municipal Street System	Corporate Authorities of Municipality

The placement of a highway into one of the systems under a particular highway authority places the highway under the jurisdiction of that highway authority.

A. What Jurisdiction Is

Jurisdiction can be defined as the authority and obligation to administer, control, construct, maintain and operate a highway subject to the provisions of the “Illinois Highway Code”.

B. What Jurisdiction Is Not

When an agency has the jurisdiction of a street or highway, it has various obligations that include reconstruction, signing, maintenance, etc. All of these obligations remain with the agency until the jurisdiction is transferred to another entity. Transfer of the maintenance or any other portion of the jurisdiction is not allowed. For example, a county can enter into an agreement to have another agency perform the maintenance on a section of highway; however, this does not relieve the county from the ultimate obligation of ensuring that the maintenance is performed. The reason being that the county has merely entered into any agreement for the performance of services and not an agreement for the transfer of jurisdiction. In other words, a maintenance agreement does not transfer jurisdiction.

It should also be noted that transfer of jurisdiction in itself does not involve transfer of ownership of the land. A separate process involving title work must be performed.

*The highway authority for a county unit road district is the County Board for discretionary functions and the County Engineers/Superintendent of Highways for ministerial functions.

C. Why Is Jurisdiction Important

Frequently interagency disputes arise concerning which highway authority has the jurisdictional responsibility for a particular section of highway. This can be an important issue in at least two respects: Routine maintenance of a highway (debris removal, snow removal, pothole patching, signing, ditch cleaning, vegetation control, etc.) is an expensive operation. If you include substantial structure repairs or replacement, the cost can consume the major portion of an agency's budget. (2) An agency having jurisdiction may be subject to tort liability and is likely to find itself a defendant in highway defect cases. While this was not so much of a problem prior to the 1960's, it has become a serious problem as a result of the parallel increases in the size and number of tort awards and by the elimination of government immunity for local governments. Therefore, the clear establishment of jurisdictional records allows the highway authority to know where responsibility lies.

D. Why Does A Jurisdictional Transfer Occur

A jurisdictional transfer will occur because it is either mandatory or agreed to as prescribed by the Illinois Compiled Statutes (ILCS). A municipality annexing territory is mandated to assume jurisdiction of a Township/District Road highway within the annexed territory. Agreed to jurisdictional transfer occur because of the logical need to transfer authority to another highway system. Relocating an existing State highway may result in decreased traffic occurring on the old state highway. Thus, the old State highway may be better served under the jurisdiction of a County, Municipality or Township/District Road System.

E. Who Must Approve A Transfer Of Jurisdictional

Jurisdictional transfers mandated by the Illinois Compiled Statutes do not involve approval, but the Statutes do require cooperation among the agencies involved. Transfer agreed to as prescribed by the Illinois Compiled Statutes shall be approved by the Illinois Department of Transportation (IDOT).

F. Where Is Jurisdictional Transfer Data Kept

The Central Bureau of Local Roads and Streets is responsible for maintaining records of all jurisdictional transfers.

G. Who is IDOT's Clearinghouse for Highway Jurisdictional Matters

The Highway Systems Manager of the Bureau of Local Roads and Streets serves as the Clearinghouse for all jurisdictional matters. In this capacity, the manager maintains documentation of all highway jurisdictional matters and reviews all documents requiring department approval or clarification.

H. Use Of The Guidelines

The following sections should provide assistance in formulating, analyzing and resolving jurisdiction/maintenance disputes. The importance of evaluating each situation in light of its own peculiarities cannot be overemphasized. Use of this manual should be as a general guide.

SECTION 2 – DETERMINING THE JURISDICTION OF HIGHWAYS AND STREETS

Each highway has its own, often unique, history that determines which highway authority has jurisdiction over it. In most instances, the jurisdiction of a highway can be determined by examining maps that are on file in the county clerk's office and/or the Central Bureau of Local Roads and Streets. These maps are considered official documents for determining jurisdiction. But, like all records that are kept, they are subject to human error. The Department has encountered situations that revealed mapping errors, transfers that did not get recorded, and other circumstances associated with the recording of jurisdictional transfers. When errors are suspected or when disagreement arises between agencies, it is necessary to research all sources of documentation throughout the entire history of a specific location. These problems usually become more manifest with older highways. To examine the complete history of a particular highway, it is necessary to make a thorough examination of the following areas: a) creation & background, b) pertinent statutes, c) agreements, and d) other documents.

A. Creation & Background

The term "creation" is not a reference to the construction or physical creation of a highway, it is instead a reference to the legal establishment of the highway. Highways can be created in three basic ways: by statute, by dedication, or by prescription.

1. By Statutes – The Illinois statutes established the authority to create the various highway systems and provided the financial capability to fund their construction and/or purchase the needed right-of-way.
2. By Dedication – This occurs when land is dedicated for public use as a highway and there has been acceptance of the usage by the land owner.
3. By Prescription – This is the acquirement of a highway right-of-way through its continued use as a public road for fifteen years.

Most highways remain in the same highway system for which they were originally established or created. When it can be shown which highway authority had jurisdiction of a highway, when it was created or established, it is initially presumed that the jurisdiction still rests with that highway authority. However, it is still necessary to research for any later changes in status.

B. Pertinent Statutes

It is difficult to include all statutes that establish, transfer, or otherwise impact the jurisdiction of highways in these guidelines. However, Section 3 of these guidelines does include specific references to articles in the Illinois Highway Code (Chapter 605/old 121) and the Illinois Municipal Code (Chapter 65/old 24) that directly affect jurisdictional transfers.

Although these references are probably the most important, in many instances it is necessary to examine statutes that have only an indirect bearing on jurisdictional responsibilities. It is also necessary to review statutes that were in existence when a highway was created or transferred to another system.

Although Federal statutes do not directly determine which public agency is responsible for a particular highway, they do have a substantial impact on systems that include Federal-aid highways. The use of Federal funds requires a written commitment concerning the future maintenance of the improvement. When this fact and other Federal Statutory and regulatory provisions are coupled with the broad state statutory language, it is clear that Federal laws do have significant impact on many aspects involved in determining the jurisdiction of a highway.

C. Agreements

Regardless of which agency created a highway or in which system a highway may be included, it is possible that an interagency agreement may have changed the previous or original jurisdiction. These agreements are normally authorized by some statutory provision.

The most comprehensive statute utilized for an agreement is Section 5/4-409 of the Illinois Highway Code, which provides:

“The Department may enter into a written contract with any highway authority for the jurisdiction, maintenance, administration, engineering or improvement of any highway or portion thereof. The Department may also, upon application of any highway authority, authorize the highway authority to enter into a written contract with any other highway authority for the jurisdiction, maintenance, administration, engineering or improvement of any highway or portion thereof.”

Before any transfer are started, previous agreements, ordinances, and resolutions are should be reviewed to verify the existing jurisdiction.

D. Other Documents

Just as a court may, in the absence of clear documentation as to responsibility, examine the past treatment of a highway by an agency, it is sometimes necessary for the Department, in the disputed situations, to examine similar aspects. In addition to examining maintenance activities and maintenance agreements, it is often appropriate to determine which agency, if any, has granted permission (permits) for doing work on highway, such as driveway connections, utility placements, etc.

The Department does maintain records of field maintenance work performed, which is available through each district office. These records may prove valuable in structuring the Department's position in a particular case. Local agency records should also be reviewed for documents pertaining to jurisdictional transfers.

SECTION 3 – ILLINOIS COMPILED STATUTES (ILCS)

A. Definitions

In accordance with Illinois statutes, there are four highway systems, which are:

Chap. 605 (Old 121) Act 5. Article 2, Division 1. Systems of Highways

Sec.

- | | |
|----------|------------------------------------|
| 5/2-101. | State highway system |
| 5/2-102. | County highway system. |
| 5/2-103. | Township and district road system. |
| 5/2-104. | Municipal street system. |

In addition to defining the highway systems, the Illinois Compiled Statutes also include the following list of definitions that should be reviewed prior to making a jurisdictional transfer document:

Chap. 605 (Old 121) act. 5 Article 2, Division 2. Definitions

Sec.

- 5/2-201 Terms defined.
- 5/2-202. Highway
- 5/2-203. State highway
- 5/2-204. County highway
- 5/2-205. Township road.
- 5/2-206. District road
- 5/2-207. Street.
- 5/2-208. Federal-aid highway
- 5/2-209. Federal-aid Road act.
- 5/2-210 Construct-Construction.

Sec.

- 5/2-211 Department
- 5/2-212 Freeway
- 5/2-213 Highway authority
- 5/2-214 Maintain-Maintenance
- 5/2-215 Municipality
- 5/2-216 Person
- 5/2-217 Right-of-way
- 5/2-218 Rural highway or rural road
- 5/2-219 State funds

B. Statutes affecting Jurisdictional Transfers

When the Department approves a jurisdictional transfer it must consider the needs of each highway authority and stay within the intent of the Illinois Statutes. This involves researching statutes that are areas of concern for the agencies involved. The chart was prepared for quick reference and should not be used as the sole source when reviewing a specific jurisdictional transfer.

ILLINOIS STATUTES THAT AFFECT JURISDICTIONAL TRANSFERS		DEPT. APPROVAL REQ.	Areas of Concern			
			STATE	COUNTY	ROAD DISTRICT	MUNICIPALITY
Chapter 605 Illinois Highway Code (formerly 121)						
Section	Description					
5/1-102	Legislative Intent	X	X	X	X	X
5/2-101	State Highway System		X			
5/2-102	County Highway System			X		
5/2-103	Township an District Road System				X	
5/2-104	Municipal Street System					X
5/3-104	FAS Highways – Designation – Inclusion in Systems		X	X	X	
5/3-104.1	Federal-aid Urban System of Streets and Highways		X	X		X
5/3-104.2	Public Roads Not on Federal-aid System		X	X		X
5/3-104.3	Great River Road – National Scenic and Recreational Highway		X	X	X	
5/3-108	Federal Highways as Part of Illinois Highway Systems		X	X		X
5/4-201.5	State Highways to Parks, etc.		X			
5/4-203	Taking Over Highways by State		X	X	X	X
5/4-204	Description of State Highways Taken Over – Filing		X			
5/4-205	State Highway Extensions Through Municipalities		X			X
5/4-206	Relocation of Extensions Through Municipalities		X			X
5/4-214	Recording Highway Plats		X	X	X	X
5/4-409	Department Contract with Highway Authorities		X	X	X	X
5/5-102	County Highway Systems – Additions – Deletions			X		
5/5-103	Map Entry on Official Records – Changes	X		X		
5/5-104	Total Mileage – County Highway System	X		X		
5/5-105	Changes in County Highway Systems	X		X		
5/5-106	County Highway Extensions in Municipalities	X		X		X
5/5-107	Relocation of County Highways	X		X		
5/5-109	Vacation of County Highway – Procedure	X		X		
5/5-110	Recording of Vacated County Highways			X		
5/6-104	Organization of Territories with Municipalities				X	X
5/6-201.3	Highway Commissioner’s Function to Include Public Highway in System				X	
5/6-201.4	District Clerk’s Function to Record Roads Used as Public Highways				X	
5/6-301	Width of Township and District Roads				X	
5/6-303	Petition – Highways under Department Jurisdiction – Procedure		X		X	
5/6-305	Hearing on Petition – Notice – Decision		X		X	
5/6-325	Dedicated Public Roads – When Included in System				X	
5/6-327	Roads for Public and Private Use				X	
5/6-328	Recording Road Plats				X	
5/6-329	Vacated Township or District Roads – Recording				X	
5/7-101	Streets and Alleys – Laying Out, etc. – Extensions					X
5/7-202.3	Extension of Municipal Streets Outside Corporate Limits					X
5/9-101	Cooperative Agreement among Governmental Agencies		X	X	X	X
5/9-127	Title to Vacated Highways		X	X	X	X
Chapter 65 Municipal Code (formerly 24)						
Section	Description					
5/1-2-1	Ordinances and Rules to Execute Power					X
5/7-1-1	Annexation – Contiguous Township and District Roads				X	X
5/11-80-1	Laws Governing Municipal Streets					X
5/11-85-4	Jurisdiction over Joint Municipal – Township Improvement				X	X
5/11-91-1	Vacation of Municipal Streets					X

SECTION 4 – JURISDICTIONAL TRANSFER DOCUMENTATION REQUIREMENTS

The Central Bureau of Local Roads and Streets shall be notified of all jurisdictional transfers. These transfers would include both the mandated and agreed to types. The District and/or the Local Agency shall be responsible for notifying the Central Bureau of Local Roads and Streets of a jurisdictional transfer, and ensuring the basic information below is submitted. The information below is used to review the transfer for compliance with Illinois Compiled Statutes, maintain records of all jurisdictional transfer, and approve those transfers requiring Departmental approval. The Local Agencies will benefit because Departmental records are considered official documents for establishing jurisdiction. (The method of processing a jurisdictional transfer is detailed in Section 7.)

A. Basic Information

1. Conveyer/ Recipient – The document should clearly indicate the highway authority conveying and the highway authority receiving the segment of highway involved.

The most common form, of transfer is the conveyance of a State Highway to a Local Highway system. Two additional forms of transfer involve conveyance of a Local Highway to either a State Highway System or to a another Local Highway system.

2. Location Description – A clear description should be given of highway and the beginning and ending points involved in the transfer. Route numbers and local highway names should be used. Federal route numbers should be included when available. The descriptions should be as follows:

(a) Rural Areas – Form the N.W. Corner of Section 17, T42N, R8E, on the county line , thence southerly 4 miles along ILL. Rte. 9 to the S.E. Corner of Section 32, T42N, R8E. (When available, names of local roads should be included.)

(b) Urban Streets – From the east edge of the pavements of First St. at Main St., easterly on Main St. (FAU 7395) to the west edge of the pavement of Washington Ave.

(c) Frontage Roads/Ramps/Service Drives, etc. – Same as item “(a)” above with the following additional information.

- (1) Approximate ROW width.
- (2) Description – between ROW line and access control line.
- (3) Copy of plan sheets showing locations.

3. Length – The length of highway to be transferred should be an accurately measured length indicated to the nearest hundredth of a mile. (The District Bureau of Program Development/Planning is responsible for verifying the length.)
4. Structures – All structures to either be included or excluded in the transfer should be indicated and identified by their structure number. Any structure not excluded is considered a part of the jurisdictional transfer.

5. Illinois Statutes – The jurisdictional transfer should identify the Illinois Compiled Statute(s) which authorize the legality of the transfer.
6. Other Information – Any information that may assist identifying the transfer. Jurisdictional transfers involving an improvement (See Section 6A) should include the applicable Project Number, State Section Number, Local Agency Section Number, Contract Number, etc.
7. Location Map – A map (minimum 8 ½" x 11") must be included to provide the location of the effected highway involved. The map should be legible and indicate the limits of the portion of highway to be transferred. (See pages 20 and 21 for an example of a location map.)
8. Resolutions and Ordinances – The Illinois Compiles Statutes require a resolution from the county and an ordinance from the municipality for an agreed to jurisdictional transfer. The Statutes pertaining to mandated jurisdictional transfers may or may not require a resolution or an ordinance. The resolution or the ordinance. The resolution or the ordinance must be certified by the clerk for the Local Agency involved. (See pages 22 and 23 for an example of an ordinance and a resolution.)
9. Effective Date of Jurisdictional Transfer – The date and method by which a jurisdictional transfer takes place should be clearly defined. For this reason, a well-defined statement is required for agreed to jurisdictional transfer. Mandated jurisdictional transfer will occur as specified by the Illinois Compiled Statutes. (See Section 6 for a further discussion and clarification if the effective date of a jurisdictional transfer.)

B. Additional Comments

1. When confronted with the task of developing the documentation to accomplish a transfer, primary consideration should be given to providing adequate information to eliminate any future questions of responsibility.
2. When specifying the effective date of a jurisdictional transfer, the wording used should be consistent within the agreement itself and any resolution, ordinance, or addendum that may be attached to the agreement. (See Section 6)

SECTION 5 – FORMAT

To aid in the processing of a jurisdictional transfer, the Department had prepared several forms. The forms (BLR 1600, 1601 and 1602 on pages 17, 18 and 19) are recommended for jurisdictional transfers involving agreements and incorporate the basic information discussed in Section 4 of these guidelines. A discussion of when to use each form follows:

A. Forms

1. BLR 1600 – This form is used as an exhibit for State-Local Agency joint agreements when there is an improvement associated with the jurisdictional transfer. The form can be used for either transferring a State Highway to the Local Highway System or a Local highway to the State Highway System. The form is identified as Exhibit “A”, “B”, etc., and the following paragraph is used in the State-Local Agency agreement to incorporate the form as an exhibit.

“The _____ and the State of Illinois have agreed to a jurisdictional transfer for the portion of highway described in this agreement. A copy of the jurisdictional transfer is attached as Exhibit _____, and made a part hereof.”

2. BLR 1601 – This form is an agreement between the State and a Local Agency for a jurisdictional transfer not associated with an improvement. The form can be used for either transferring a State highway to the Local Highway System or a Local highway to a State highway System.
3. BLR 1602 – This form is useful for Local-Local Agency joint agreements. The Local Agencies are encouraged to use BLR 1602, but its usage is not mandatory when the statutes do not require an ordinance or resolution is not required, a letter of concurrence may be utilized in lieu of BLR 1602.

B. Addendums

1. Addendum #1 – When using forms BLR 1600, 1601 or 1602, the location map discussed in Section 4 should be identified as addendum #1. (See pages 20 and 21 for an example of a location map.)
2. Addendum #2 – When using forms BLR 1600, 1601 or 1602, a copy of the Local Agencies’ ordinance or resolution should be identified as addendum #2. (See pages 22 and 23 for an example of an ordinance and a resolution.)
3. Attachments – Any additional attachments are identified as addendum #3, #4, etc. These addendums may contain information concerning the transfer as detailed in sections 4A-2(c), 4A-5, and 4A-6 of these guidelines.

C. Copies

Number of Copies – There shall be minimum of two original signed documents. If the transfer agreement involves more than one Local Agency, additional originals will be needed for each additional Local Agency. See Section 7A for the distribution.

D. Preparing Agreements (For Departmental Purpose)

Agreements processed by the Bureau of Design and Environment will follow their Interim Joint Agreement Policy and Procedure Manual (Nov. 92) and will be in accordance with this Manual for highway jurisdictional transfers.

SECTION 6 EFFECTIVE DATE OF JURISDICTIONAL TRANSFER

The effective date of a jurisdictional transfer is a significant part of the jurisdictional process. Upon transfer of the highway segment, the recipient highway authority has the ultimate maintenance obligation and legal responsibility. Therefore, the statement used to transfer jurisdiction should not be ambiguous. The remainder of this section will discuss the statements available for transferring jurisdiction between the State and a Local Agency.

A. State-Local Agency Agreements

State-Local Agency agreements containing a jurisdictional transfer provision will normally be associated with one of the following situations:

- An improvement is involved which is let or constructed by the state.
- An improvement is involved which is let or constructed by the Local Agency.
- A prompt transfer is desired which may or may not include an improvement.

Jurisdictional transfer involving the above situations will normally have a direct or indirect association with the improvement. In other words, the improvement may upgrade the segment of highway transferred, or the improvement may be in exchange for accepting the jurisdiction of another segment of highway. Any further mention of the word “improvement” within these guidelines shall be defined as one having a direct or indirect association with the jurisdictional transfer.

Each situation discussed above requires a well-defined statement to transfer jurisdiction. The requirements of the statement are completed on a date known as the “Date of Occurrence”. However, the transfer process is better served by establishing the effective date of transfer 21 calendar days after the date of occurrence. This 21-day period provides time for notification of the jurisdictional transfer. (See section 7B for a discussion of the notification process.)

The following is a discussion of the available statements, their appropriate definitions, and the hard copy document (documentation) used to record the statement’s date of occurrence.

1. Situation: An improvement is involved which is let or constructed by the state.
 - (a) Statement: Final Inspection by the State (Type A) or (Type B) defined as the last field inspection upon physical completion of the project and approval by the District Engineer. Physical completion of the project is defined as 99.9 percent complete, which is calculated as the value of completed work divided by the total adjusted contract value, and then multiplied by 100. Type A and Type B are differentiated by the type of documentation used (shown below).

Documentation (Type A): See form BC-71, “Final Inspection Report of State Road Work” on page 24. The date of occurrence is the District Engineer’s date of approval of the BC-71.

Documentation (Type B): See “Report of Final Inspection” on page 25. The date of occurrence is the District Engineer’s date of approval of the final field inspection.
 - (b) Statement: Acceptance by the State – defined as the completion of all work, the final inspection of the completed work, and all contractor paper work is finalized and approved by the Central Bureau of Construction and/or the Bureau of Local Roads and Streets.

Documentation: See form BC-107 “Final Acceptance of Improvement” on page 26. The date of occurrence is the approval date indicated on the form.

2. Situation: An improvement is involved which is let or constructed by the Local Agency.

- (a) Statement: Final Inspection by the Local Agency – defined as the last field inspection upon physical completion of the project and approval by the County Engineer/Sup0erintendent of Highways, the Highway Commissioner, or the appropriate municipal official. Physical completion of the project is defined in Section 6A-1 (a).

Documentation: See “Report of Final Inspection” on Page 25. The date of occurrence is the date of approval by the county Engineers/Superintendent of Highways, Highway Commissioner, or appropriate municipal official of the final field inspection.

- (b) Statement: Acceptance by the Local Agency – defined as the completion of all work, the final inspection of the completed work, and all contractor paper work is finalized and approved by the Local Agency.

Documentation: Issuance of the final payment to the Contractor. The date of occurrence is the date of final payment.

3. Situation: A prompt transfer is desired which may or may not include an improvement.

Statement: Execution of Agreement – defined as the signing of and agreement between agencies.

Documentation: See the execution letters on pages 27 and 28. The date of occurrence is the date IDOT executes the agreement.

B. Local – Local Agency Agreement

The Local Agencies are encouraged to utilize the terminology discussed in situations (2) and (3) of Section 6A for transfers to another Local Agency. Those Local Agencies using other terminology are advised to be careful in the use of the term notification. For example, suppose the jurisdictional transfer is to be effective upon “Notification of the Acceptance by the Local Agency”. If the project was accepted in January, but the appropriate Local Agency is not notified until May, the effective date of transfer would occur in May.

Section 7 – Processing Procedures

Either the Central Bureau of Local Roads and Streets or, the Central Bureau of Design and Environment will process an agreement containing a jurisdictional transfer. The District Engineer will designate the appropriate District Bureau for processing these agreements as well as the Bureau who will be contact for the Central Bureau of Local Roads and Streets for IDOT's Jurisdictional Report. Local Agencies should consult with the District Bureau of Local Roads and Streets for proper processing of a jurisdictional transfer. All transfers submitted for processing should be in accordance with Sections 4,5,6 and 7 of these guidelines.

A. Flow Chart

When jurisdictional transfers are processed by the Department, the circulation will vary depending upon the type of transfer. The flow chart on page 16 was prepared to illustrate the procedure utilized by the Department.

The following distributions are used during the Process:

Bureau of Design & Environment

Bureau of Local Rds & Sts.

Original Distribution for Comments*

All Cases

1. Local Roads & Streets
2. Statewide Program Planning
3. Operations
4. Budget & Fiscal Management

When Affected

1. Land Acquisition
2. Construction

All Cases

1. Statewide Program Planning
2. Operations

When Affected

1. Land Acquisition
2. Design & Environment
3. Construction
4. Chief Counsel's Office

Final Distribution*

Originals

1. Highway Authority**
2. Design & Environment

Duplicate Copies

1. Local Roads & Streets
2. District Engineer**
3. Operations
4. Construction
5. Statewide Program Planning
6. Budget & Fiscal Management
7. Urban Program Planning

Originals

1. Local Roads & Streets
2. Highway Authority**
3. District Engineer**

Duplicate Copies

1. Design & Environment
2. Operations
3. Construction
4. Statewide Program Planning
5. Urban Program Planning

*All distributions occur at the Central Office unless noted by a “**”

Note: The District's Bureau of Local Roads and Streets is responsible for distribution to district bureau's of all jurisdictional notification letter(s).

B. Notification Of Jurisdictional Transfer Date

1. Mandatory Transfer:

The Central Bureau of Local Roads and Streets is informed of these transfers by the district and/or the Local Agency involved, but the Bureau does not issue any form of notification to confirm the transfer date. Since these transfers are recorded as prescribed by law, the agencies involved are recorded as prescribed by law, the agencies involved are responsible among themselves for confirming the transfer date.

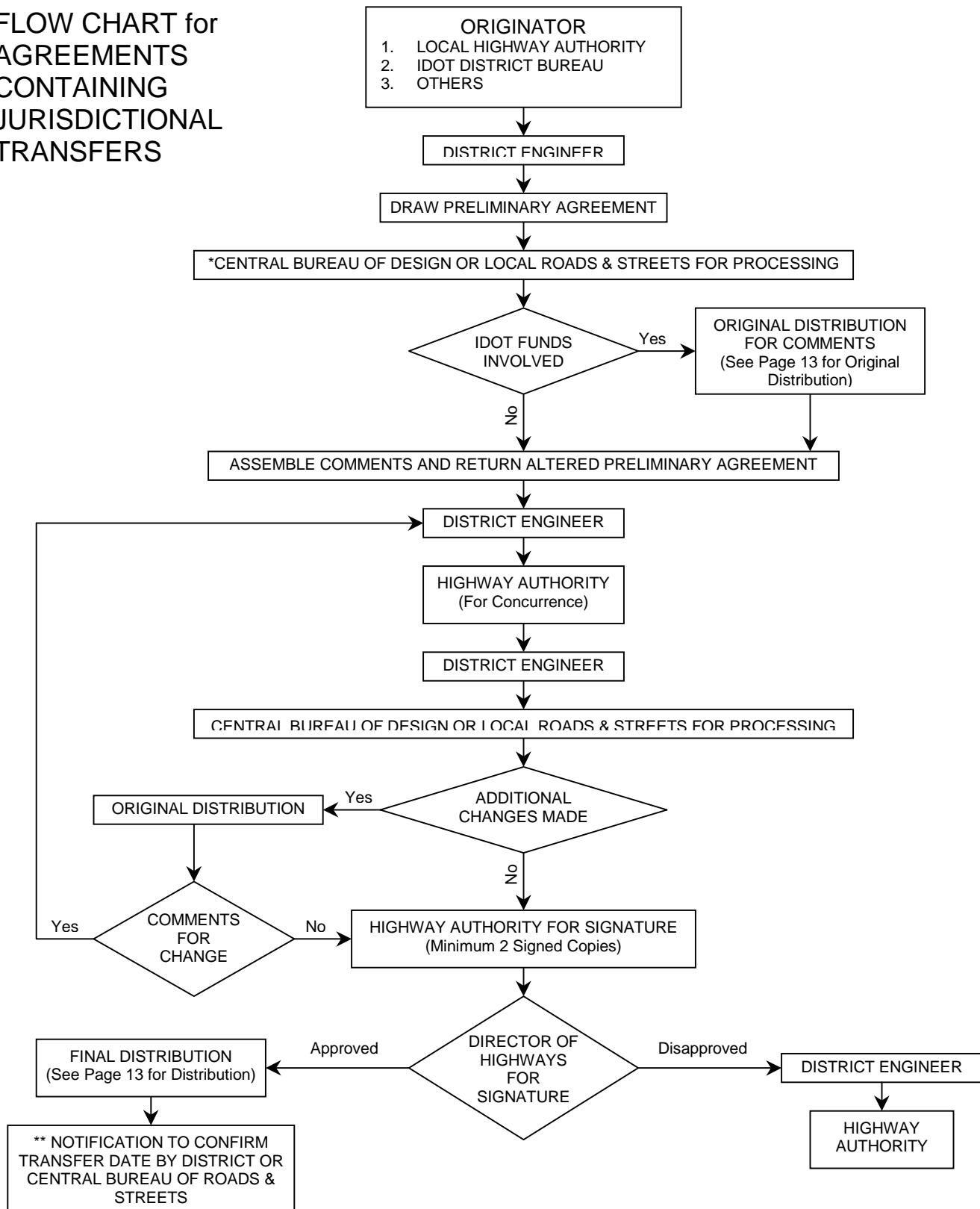
2. Agreed Transfers*:

All State-Local Agency agreements involving jurisdictional transfers shall require notification to confirm the transfer date. All notifications to confirm the State-to-Local or Local-to-State transfer (when part of an improvement) shall be done by the District Engineer. All notifications to confirm the State-to-Local or Local-to-State jurisdictional transfers when not part of an improvement, but time of transfer can relate to a time period in an improvement, shall be done by the Highway Systems Manager in the Central Bureau of Local Roads & Streets. The jurisdictional transfer notification letter shall be in accordance with the September 7, 1989 memorandum issued to the District Engineers. (See pages 29-36.)

Notification to confirm the jurisdictional transfer date for transfers between Local Agencies requiring Departmental approval shall be done by the Central Bureau of Local Roads and Streets. The Local Agencies should notify the District Bureau of Local Roads and Streets of the completed transfer. The District shall then inform the Central Bureau of Local Roads and Streets. The District shall then inform the Central Bureau of Local Roads and Streets. The Central Bureau shall issue a letter verifying the jurisdictional transfer date in accordance with the September 7, 1989 memorandum. (See pages 29-36.) The distribution of the notification letter within the Department is only necessary to the Bureau of Urban Program Planning, the Engineer of Operations, and the appropriate District Bureaus.

*All agencies involved in a jurisdictional transfer should be notified promptly of the transfer date. (See section 6A for a discussion on providing notification during the 21-day period.)

FLOW CHART for AGREEMENTS CONTAINING JURISDICTIONAL TRANSFERS



* The Central Bureau of Local Roads & Streets will generally process an agreement requiring an obligation of local funds.

** The District shall notify all state-to-local and local-to-state jurisdictional transfers when part of state funded improvements. The Central Bureau of Local Roads & Streets shall notify all local-to-local, state-to-local, and local-to-state not part of state improvement. See page 14, Para. B2.



Local Agency	Type of Systems Transfer	
Municipality:	Type 1	Type 2
Township/Road District:	From: State Highway System	From: Local Highway System
County:	To: Local Highway System	To: State Highway System
Section Number:	Indicate Type of Systems Transfer :	

The above local agency, and the State of Illinois, acting by and through its Department of Transportation, agree to transfer the jurisdiction of the designated location in the manner indicated above under **Type of Systems Transfer**

Location Description

Name _____ Route _____ Length _____
Termini _____

This transfer ☐ does ☐ does not include Structure No. _____

The transfer ☐ does ☐ does not include a transfer to land rights (4-508). If "does", attach letter of intent approved by the Department.

WHEREAS, the authority to enter into this contract is granted the STATE by Section 4-409 of the Illinois Highway Code and the authority to make changes in the State Highway System is granted the State under Section 2-101 of the Illinois Highway Code.

Include for Municipalities Only

WHEREAS, the authority to make changes to the Municipal Street System is granted to the Municipality by Section 7-101 of the Illinois Highway Code

NOW THEREFORE IT IS AGREED that the corporate authority of said municipality will pass an ordinance providing for the transfer of the above location and shall attach hereto and make a part hereof a copy of a location map as Addendum No. 1 and a copy of the ordinance as Addendum No. 2, and

Include for Counties Only

WHEREAS, the authority to make changes to the County Highway System is granted to the County by Section 5-105 of the Illinois Highway Code.

NOW THEREFORE IT IS AGREED that the County Board of said County will pass a resolution providing for the transfer of the above location and shall attach hereto and make a part hereof a copy of a location map as Addendum No. 1 and a copy of the resolution as Addendum No. 2, and

Include for Township/Road Districts Only

WHEREAS, the authority to make changes to the Township/Road District System is granted to the Highway Commissioner under Section 6-201.3 of the Illinois Highway Code and said Highway Commissioner shall attach hereto and make a part hereof a copy of a location map as Addendum No. 1, and

IT IS MUTUALLY AGREED, that this jurisdictional transfer will become effective 21 calendar days after:

(Check One)

☐ Final Inspection by the State (Type " ")

☐ Execution of Agreement

☐ Acceptance by the State

☐ Approval of Land Conveyance

Supplements

Additional information and/or stipulations, if any, are hereby attached and identified below as being a part of this jurisdictional transfer.

Supplement _____
(Insert supplement numbers of letters and page numbers, if applicable.)

IT IS FURTHER AGREED, that the provisions of this jurisdictional transfer shall be binding and inure to the benefit of the parties hereto, their successors and assigns.



Local Agency		Type of Systems Transfer	
Municipality:		Type 1	Type 2
Township/Road District:		From: State Highway System	From: Local Highway System
County:		To: Local Highway System	To: State Highway System
Section Number		Indicate Type of Systems Transfer :	

The above local agency, hereinafter referred to as "LA", and the State of Illinois, acting by and through its Department of Transportation, agree, to transfer the jurisdiction of the designated location in the manner indicated above under **Type of Systems Transfer**.

Location Description

Name _____ Route _____ Length _____
Termini _____

This transfer ☐ does ☐ does not include Structure No. _____

The transfer ☐ does ☐ does not include a transfer to land rights (4-508). If "does", attach letter of intent approved by the Department.

WHEREAS, the authority to enter into this contract is granted the STATE by Section 4-409 of the Illinois Highway Code and the authority to make changes in the State Highway System is granted the State under Section 2-101 of the Illinois Highway Code.

Include for Municipalities Only

WHEREAS, the authority to make changes to the Municipal Street System is granted to the Municipality by Section 7-101 of the Illinois Highway Code

NOW THEREFORE IT IS AGREED that the corporate authority of said municipality will pass an ordinance providing for the transfer of the above location and shall attach hereto and make a part hereof a copy of a location map as Addendum No. 1 and a copy of the ordinance as Addendum No. 2, and

Include for Counties Only

WHEREAS, the authority to make changes to the County Highway System is granted to the County by Section 5-105 of the Illinois Highway Code.

NOW THEREFORE IT IS AGREED that the County Board of said County will pass a resolution providing for the transfer of the above location and shall attach hereto and make a part hereof a copy of a location map as Addendum No. 1 and a copy of the resolution as Addendum No. 2, and

Include for Township/Road Districts Only

WHEREAS, the authority to make changes to the Township/Road District System is granted to the Highway Commissioner under Section 6-201.3 of the Illinois Highway Code and said Highway Commissioner shall attach hereto and make a part hereof a copy of a location map as Addendum No. 1, and

IT IS MUTUALLY AGREED, that this jurisdictional transfer will become effective 21 calendar days after (check one)

- ☐ Execution of Agreement ☐ Acceptance by the State ☐ Final Inspection by the State (Type" ")
☐ Approval of Land Conveyance

Supplements

Additional information and/or stipulations, if any, are hereby attached and identified below as being a part of this agreement

Supplement _____
(Insert supplement numbers of letters and page numbers, if applicable.)

APPROVED

APPROVED

STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION

Name: _____

By _____
Director of Highways

Title: _____
Chairman County Board/Mayor/Village President/etc.

Date _____

Signature _____



Local Agency No. 1	(Conveyor)	Local Agency No. 2	(Recipient)
Municipality:		Municipality:	
Township/Road District:		Township/Road District:	
County:		County:	

In accordance with authority granted in Section 4-409 of the Illinois Highway Code, this agreement is made and entered into between the above Local Agency No. 1, hereinafter referred to as "Conveyor" and the above Local Agency No. 2, hereinafter referred to as "Recipient", to transfer the jurisdiction of the designated location from the Conveyor to the Recipient.

Location Description

Name _____ Route _____ Length _____ KM (_____ miles)
Termini _____

This transfer ☐ does ☐ does not include Structure No. _____

Include for Municipalities Only

WHEREAS, the authority to make changes to the Municipal Street System is granted to the Municipality by Section 7-101 of the Illinois Highway Code.
NOW THEREFORE IT IS AGREED that the corporate authority of said municipality will pass an ordinance providing for the transfer of the above location and shall attach hereto and make a part thereof a copy of the ordinance, and

Include for Counties Only

WHEREAS, the authority to make changes to the County Highway System is granted to the County by Section 5-105 of the Illinois Highway Code.
NOW THEREFORE IT IS AGREED that the County Board of said County will pass a resolution providing for the transfer of the above location and shall attach hereto and make a part thereof a copy of the resolution, and

Include for Township/Road Districts Only

WHEREAS, the authority to make changes to the Township Road District System is granted to the Highway Commissioner under Section 6-201.3 of the Illinois Highway Code.

The Conveyor Agrees to prepare a map of the above location and attach a copy of such location map hereto.

IT IS MUTUALLY AGREED, that this jurisdictional transfer will become effective upon: _____

Supplements

Additional information and/or stipulations, if any, are hereby attached and identified below as being a part of this agreement.

Supplement _____
(Insert supplement numbers or letters and page numbers, if applicable)

IT IS FURTHER AGREED, that the provisions of this agreement shall be binding upon and inure to the benefit of the parties hereto, their successors and assigns.

APPROVED BY CONVEYOR

APPROVED BY RECIPIENT

Name _____ Name _____

Title _____ Title _____
Chairman County Board/Mayor/Village President/etc. Chairman County Board/Mayor/Village President/etc.

Signature _____ Signature _____

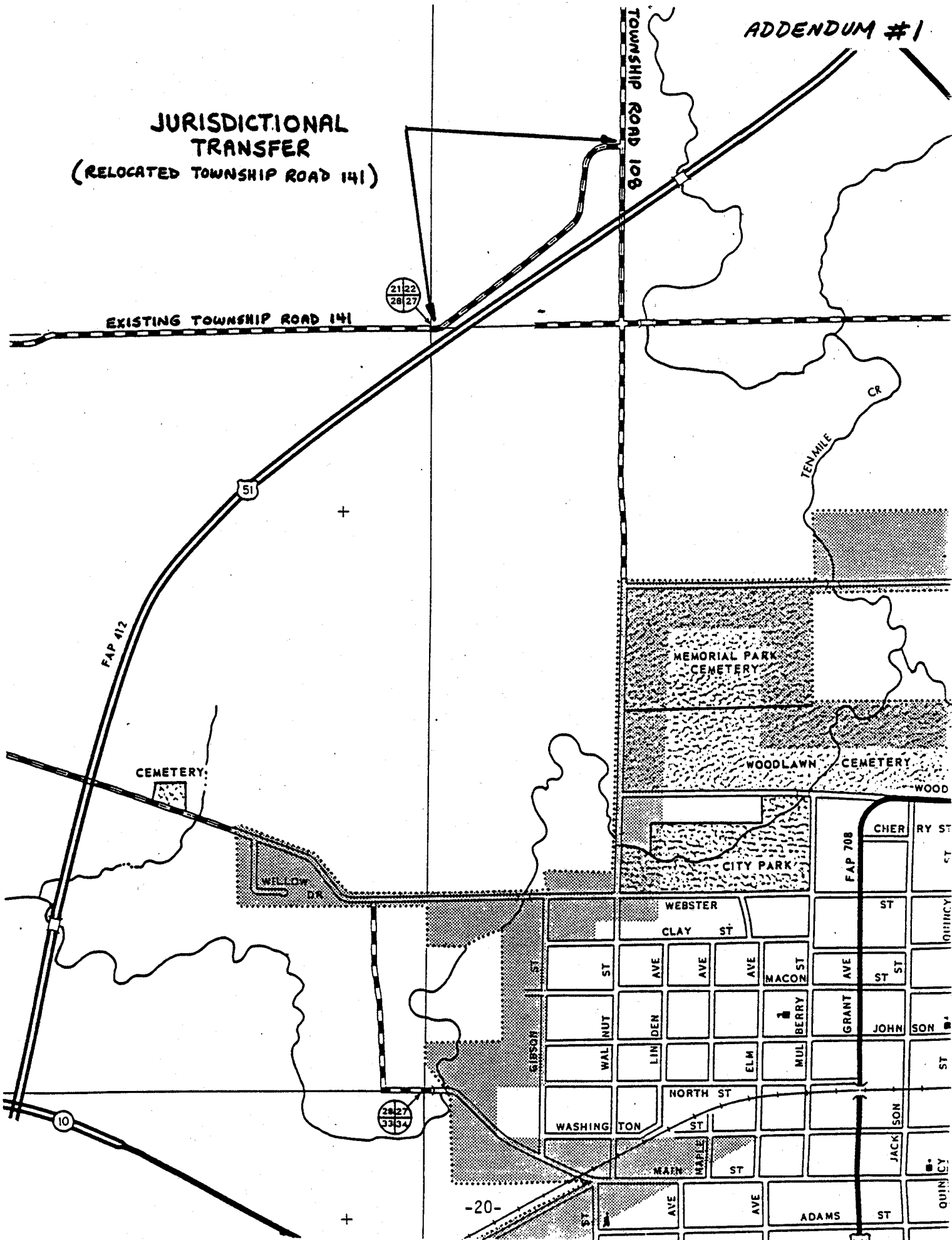
APPROVED

STATE OF ILLINOIS

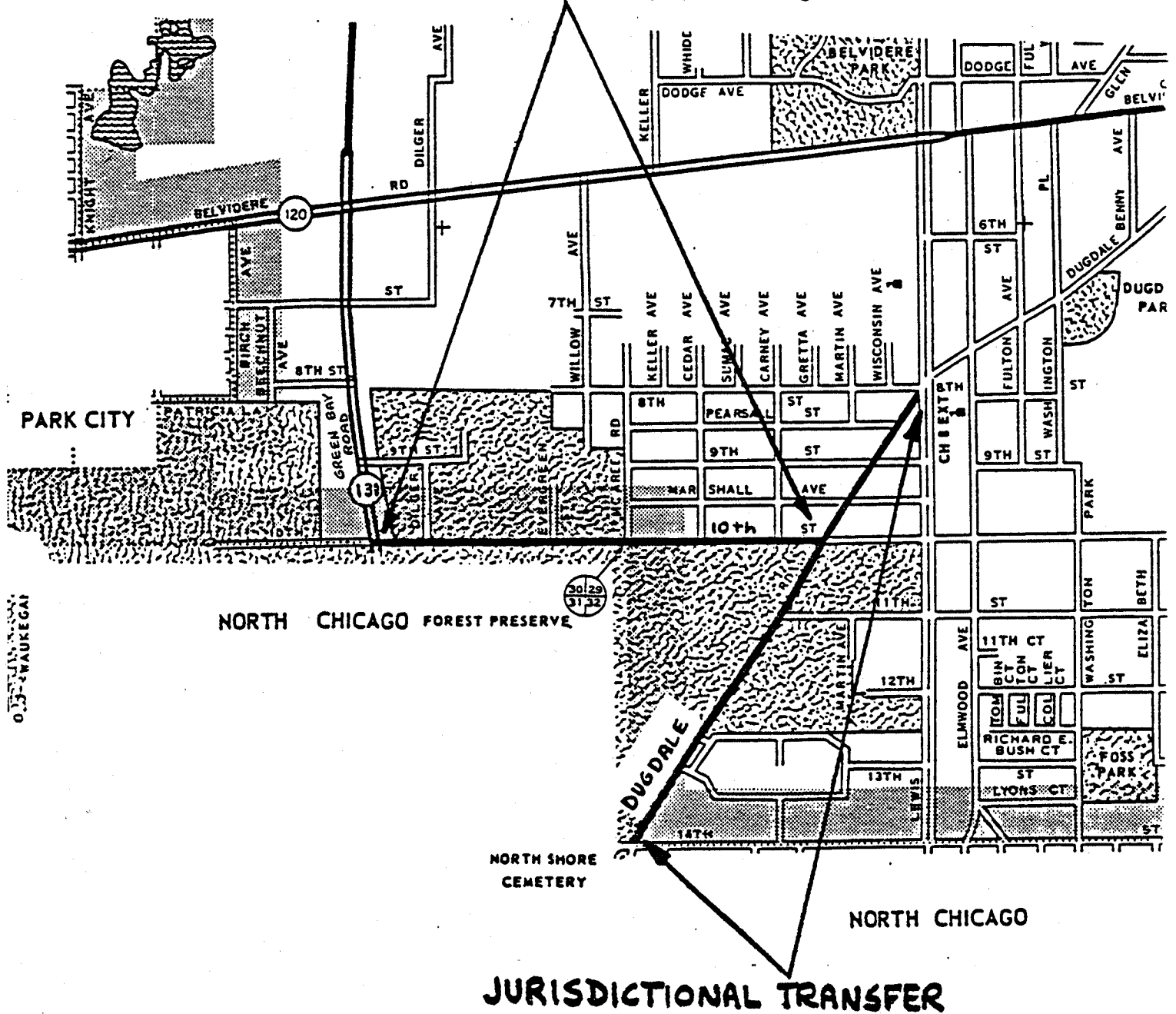
DEPARTMENT OF TRANSPORTATION

By: _____ Date _____
Director of Highways

JURISDICTIONAL
TRANSFER
(RELOCATED TOWNSHIP ROAD 141)



JURISDICTIONAL TRANSFER



Municipal Ordinance No. _____

Providing for the (addition, deletion) of _____ street from _____ to _____ (to, from) the Municipal Street System of the (City, Town, Village) of _____, _____ County, Illinois.

Whereas the (City, Town, Village) of _____ and the (County, State) of _____ under date of _____, 20____, entered into an agreement for transfer of jurisdiction of _____ Street to the (Municipal Street, County Highway, State Highway) System.

Now, therefore, be it ordained by the (City Council) (President and Board of Trustees) of the (City, Town, Village) of _____ that _____ Street from _____ to _____ be (added to, deleted from) the Municipal Street System.

The (City, Town, Village) Clerk is directed to forward a certified copy of this Ordinance to the State of Illinois through its District Engineer's office at _____, Illinois.

Certificate

I, _____, (City, Town, Village) Clerk in and for the (City, Town, Village) of _____ in the County of _____ in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be true, perfect, and complete copy of an ordinance passed by the (City Council) (President and Board of Trustees) of the (City, Town, Village) of _____ at its _____ meeting held on _____, 20____.

In testimony whereof, I have hereunto set my hand and affixed the seal of (City, Town, Village) at my office this _____ A.D., 20____.

EXAMPLE

(SEAL)

(City, Town, Village) Clerk

County Resolution

Providing for the (addition, deletion) of (add one of the following three)

County Highway No. _____ from _____ to _____ _____ Street from _____ to _____ in _____, Illinois _____ Route _____ from _____ to _____
--

(to, from) the County Highway System in _____ County, Illinois.

Whereas the County Board of _____ and the (City, Town, Village, State) of _____ entered into an agreement for transfer of jurisdiction of the above location to the (Municipal Street, County Highway, State Highway) System.

Now, therefore, be it resolved, that the above location, with Department of Transportation approval, be (added to, deleted from) the highway system of _____ County and that said route (be, is) identified as County Highway _____ from _____ to _____.

Be it further resolved, that the clerk is hereby directed to transmit three certified copies of this Resolution to the State through its District Engineer's Office at _____, Illinois.

Certificate

I, _____, County Clerk in and for said County in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be true, perfect, and complete copy of a Resolution adopted by the County Board of _____ County at its _____ meeting held on _____, 20__.

In testimony whereof, I have hereunto set my hand and affixed the seal of said County at my office in _____, in said County, this _____ A.D., 20__.

EXAMPLE

(SEAL)

County Clerk



County

Section

Route

District
Contract No.
Job No.

Project

Director of Highways
Department of Transportation
Springfield, Illinois

Contractor _____

Address

On _____, final inspection was made of work designated and same was found to be completed substantially in accordance with all of the requirements of the plans, specifications and contract. The improvement begins at Station _____ and ends at Station _____ Gross length _____ The work is located between (nearest town) _____ and (nearest town) _____ on (marked route) _____.

Summary of Length Built						
Nature of* Improvement	Surface or Bridge Type	Width	Net Length	Shoulders Width	Type	Within Corporate limits of Station to Station
<div>Total</div>						

* Describe nature of improvements as (1) PCC Pavement: (2) W&RS: (3) Resurfacing: (4) Bridge Widening: (5) Bridge Repairs: (6) Bridge (new): (7) Prepared. Omission and equations should be noted. Use above space for remarks and comments. If additional space is necessary use additional BC-71 Form(s).

General Information

Date contract awarded _____ Construction began _____ Construction completed _____

Punch List Completed _____ Date pavement opened to traffic _____

Was work completed under traffic? _____ Contract time limit _____ + _____ WD's Working days used _____

Extension(s) _____ Liquidated damages (days) _____ Working days added by authorization(s) _____

Subcontractors _____

Resident and Inspectors _____

Contractor's Superintendent

Bondina Company _____

Final Inspection made by _____
(State personnel) (Date)

District Engineer Date

Passed _____
 _____ Engineer of Construction _____ Date _____

Contract Price _____

Additions _____

Deductions _____

Total Cost _____

*JURISDICTIONAL TRANSFER – “REPORT OF FINAL INSPECTION”

PROJECT IMPROVEMENT:

DATE:

Route:

Section:

County:

District:

Project No.:

Job No:

Contract No.:

Contractor:

Location:



On _____ (date) _____, the final inspection for the above-referenced section was held with the following people in attendance:

The following deficiencies were noted:

The final inspection is

Approved _____

District Engineer or
County Engineers/Superintendent of Highways or
Highway Commissioner or
Appropriate Municipal Official

Date

cc-

To be determined by the Agency using
This form. However, a copy of this form
Is required by the Central Bureau of Local
Roads and Streets and should be attached to
The notification letter. (See Section 7B.)

*The Districts should note that this example is intended only for jurisdictional transfers associated with an improvement. Any similar document used by a District Bureau of Construction may be modified to include application to jurisdictional transfers.



Improved by _____ funds.

Designation by Department of Transportation

Route _____ Section _____

County _____ Project _____

Contract Number _____ Job Number _____

General Information

Type of Improvement _____

_____ Pavement width _____

Total cost _____ Length of Improvement _____

To: _____ (Date) _____

Contractor _____

Address _____

Gentlemen:

This work has been satisfactorily completed in reasonably close conformity with all of the requirements of the contract and is hereby accepted by the Department of Transportation.

Very truly yours,

Engineer of Construction

Copies to -

Bureau of Accounting & Auditing
Bureau of Urban Program Planning
Engineer of Design
Engineer of Local Roads & Streets
Engineer of Operations
District Engineer
Local Agency Official
File



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

March 8, 1989

Subject: DESIGN OPERATIONS
Joint Township-State Agreement
CHS Route 39
State Section K(W, RS)
Vermilion County



Mr. Charles E. Wernigk
Highway Commissioner
Middleford Township
P.O. Box 93
Pontomac, IL 61865

Dear Mr. Wernigk:

The Joint Agreement providing for the improvement of this section has been executed by this Department.

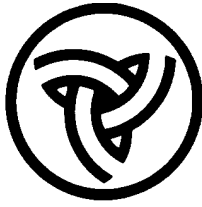
I am sending you an original counterpart of the executed Agreement.

Very truly yours,

Paul J. Sternitzke
Engineer of Design Operations

cc-

NOTE: ISSUED BY CENTRAL BUREAU OF DESIGN



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

September 18, 1989



Jurisdictional Transfer
State-City of Lake Forest Agreement
Lake County
State Section 120 s-1 (89)
Westleigh-McKinley-Sheridan Roads (FAU 1247 and FAU 2744)

Mrs. Barbara Douglas:

The joint agreement providing for transfer of Westleigh-McKinley-Sheridan Roads from the State to the City was executed by the Department on September 1, 1989.

Attached is one original copy of the executed agreement.

Sincerely,

William T. Sunley, P.E.
Engineer of Local Roads and Streets

cc-

bcc-

NOTE: Issued by Central Bureau of Local Roads and Streets



Illinois Department of Transportation

Memorandum

To: DISTRICT ENGINEERS
From: Ralph C. Wehner
Subject: JURISDICTIONAL TRANSFERS (Notification Letter)
Date: September 7, 1989

Formal notifications of jurisdictional transfers involving State highways will become a District responsibility effective immediately. This change in procedures will eliminate certain duplications of effort and associated processing delays.

In order to assure uniformity throughout the State, please follow the format and the instructions attached for issuing formal notification for all State-to-Local and Local-to-State jurisdictional transfers. The attached completed example of a notification letter should be used as a guide for preparing the formal letter.

Certain items in the instructions pertain to the newly revised Jurisdictional Transfer Guidelines manual, which was recently reviewed by the Districts. This revised manual will be issued by the Bureau of Local Roads and Streets in the near future. Please address any questions regarding this notification letter to the Central Bureau of Local Roads and Streets.

Notification Letter Format



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

_____, 20 ____

Notification : Date of Jurisdictional Transfer

State - _____ Agreement

Section(s) _____

County _____

_____ Route _____

To: _____ County Clerk (Certified Mail)

Address _____

Dear _____:

In accordance with the terms of the agreement executed on _____,

the transfer of highway jurisdiction from the _____

(Conveyor) to the _____ (Recipient) is confirmed to occur

on _____. A map (or maps) is attached showing the location(s) of
affected highway(s).

Very Truly Yours,

District Engineer

cc- (See Instructions)

Bcc- (See Instructions)

Attachment(s) (See Instructions)

NOTIFICATION LETTER INSTRUCTIONS

The following instructions shall be followed by the Districts in preparing the notification letter for State-to-Local and Local-to-State jurisdictional transfer:

1. Distribution

- a. Send the original notification letter to the County Clerk by certified mail.
- b. Send carbon copies (cc) of the notification letter to the appropriate Local Agency Official(s) by certified mail as follows:
 - (1) For State – County Transfer
cc: County Engineers/Superintendent of Highways
 - (2) For State – Township/District Road Transfer
cc: County Engineers/Superintendent of Highways
Highway Commissioner
 - (3) For State – Municipal Transfer
cc: Mayor or President
Municipal Engineer
Municipal Clerk
- c. Send blind carbon copies (bcc) of the notification letter as follows:
 - bcc- Engineer of Local Roads and Streets
Engineer of Design and Environment
Bureau of Statewide Program Planning
Engineer of Operations
Bureau of Urban Program Planning
Appropriate District Bureaus

Distribution should be by Departmental mail.

2. Attachments

- (a) A map (or maps) showing the location of the jurisdictional transfer is required for all letters.
- (b) Either a completed Jurisdictional Transfer Summary Sheet (preferred) as provided or a copy of the agreement is required for the County Clerk, the Local Agency Official(s), and the Engineer of Local Roads and Streets.
- (c) A copy of the document used to record the transferring statement is required for the Engineer of Local Roads and Streets. This document can consist of either a BC-71, a Report of Final Inspection, BC-107, a copy of the Final Payment, an Execution Letter, or other appropriate hard copy information. .

JURISDICTIONAL TRANSFER SUMMARY SHEET (OPTIONAL)

Project Improvement Information

Contract Number _____ Route _____
 Section _____ County _____
 F.A. Project _____ Job Number _____

Location Information

Description of jurisdictional transfer (provide route, local road name, termini, and structures included or excluded):

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

The length to be transferred (nearest hundredth of a mile): _____

The agreement provided the following statement to transfer jurisdiction (indicate one):

- ☐ 1. Final Inspection by the State (Type “ ”)
- ☐ 2. Acceptance by the State
- ☐ 3. Final Inspection by the Local Agency
- ☐ 4. Acceptance by the Local Agency
- ☐ 5. Execution of Agreement
- ☐ 6. Other

The statement requirements were completed on (Date of Occurrence): _____

The statement was recorded on the following document (indicate one):

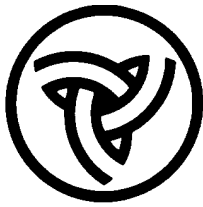
- | | |
|--|---|
| <input type="checkbox"/> 1A. BC-71 (State) | <input type="checkbox"/> 1B. Report of Final Inspection (State) |
| <input type="checkbox"/> 2. BC-107 (State) | <input type="checkbox"/> 3. Report of Final Inspection (Local) |
| <input type="checkbox"/> 4. Copy of Final Payment (Local) Agency | <input type="checkbox"/> 5. Execution Letter |
| <input type="checkbox"/> 6. Other | |

EFFECTIVE DATE OF JURISDICTIONAL TRANSFER: _____
(Add 21 calendar days to the date of occurrence when specified by the agreement.)

Highway designation after jurisdictional transfer: _____

Township mileage record to be adjusted: ☐ Yes ☐ No (indicate one)

* If County Highway, contact the Highway System Manager, in the Central Bureau of Local Roads & Streets, for county highway number and note same in notification letter.



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

August 13, 1989



Notification: Date of Jurisdictional Transfer
State-City of Belvidere Agreement
State Section 915 RS-1
City Section 87-00133-00-RS
Boone County
FAU Route 5017

Ms. Sylvia Schroeder
County Clerk
Court House
Boone County
Belvidere, IL 61008

Dear Ms. Schroeder:

In accordance with the terms of the agreement executed on July 1, 1987, the transfer of highway jurisdiction from the State of Illinois to the City of Belvidere is confirmed to occur on August 25, 1989. A map is attached showing the location of the affected highway.


Sincerely,

District Engineer

cc-

JURISDICTIONAL TRANSFER SUMMARY SHEET (OPTIONAL)

Project Improvement Information

Contract Number _____ Route _____
Section _____  County _____
F.A. Project _____ Job Number _____

Location Information

Description of jurisdictional transfer (provide route, local road name, termini, and structures included or excluded):

EXAMPLE

The length to be transferred (nearest hundredth of a mile): _____

The agreement provided the following statement to transfer jurisdiction (indicate one):

- | | |
|---|--|
| <input type="checkbox"/> 1. Final Inspection by the State (Type "____") | <input type="checkbox"/> 2. Acceptance by the State |
| <input type="checkbox"/> 3. Final Inspection by the Local Agency | <input type="checkbox"/> 4. Acceptance by the Local Agency |
| <input type="checkbox"/> 5. Execution of Agreement | <input type="checkbox"/> 6. Other _____ |

The statement requirements were completed on (Date of Occurrence): _____

The statement was recorded on the following document (indicate one):

- | | |
|--|---|
| <input type="checkbox"/> 1A. BC-71 (State) | <input type="checkbox"/> 1B. Report of Final Inspection (State) |
| <input type="checkbox"/> 2. BC-107 (State) | <input type="checkbox"/> 3. Report of Final Inspection (Local) |
| <input type="checkbox"/> 4. Copy of Final Payment (Local) Agency | <input type="checkbox"/> 5. Execution Letter |
| <input type="checkbox"/> 6. Other _____ | |

EFFECTIVE DATE OF JURISDICTIONAL TRANSFER: _____
(Add 21 calendar days to the date of occurrence when specified by the agreement.)

Highway designation after jurisdictional transfer: * _____
Township mileage record to be adjusted: ☐ Yes ☐ No (indicate one)

* If County Highway, contact the Highway System Manager, in the Central Bureau of Local Roads & Streets, for county highway number and note same in notification letter.



EXAMPLE

**This is the Project —
Improvement
Information for the
Jurisdictional Transfer
Summary Sheet**

County	Boone
Section	9715 RS-1, 8715 RS-1, & 915 RS-1
Route	525
District	
Contract No.	19253
Job No.	C-91-061-86
Project	-----

Contractor _____
Address _____

On _____, final inspection was made of work designated and same was found to be completed substantially in accordance with all of the requirements of the plans, specifications and contract. The improvement begins at Station _____ and ends at Station _____ Gross length _____ The work is located between (nearest town) _____ and (nearest town) _____ on (marked route) _____.

Summary of Length Built						
Nature of* Improvement	Surface or Bridge Type	Width	Net Length	Shoulders Width	Type	Within Corporate limits of Station to Station
<div>Total</div>						


* Describe nature of improvements as (1) PCC Pavement: (2) W&RS: (3) Resurfacing: (4) Bridge Widening: (5) Bridge Repairs: (6) Bridge (new): (7) Prepared. Omission and equations should be noted. Use above space for remarks and comments. If additional space is necessary use additional BC-71 Form(s).

General Information

Date contract awarded _____ Construction began _____ Construction completed _____
Punch List Completed _____ Date pavement opened to traffic _____
Was work completed under traffic? _____ Contract time limit _____ + _____ WD's Working days used _____
Extension(s) _____ Liquidated damages (days) _____ Working days added by authorization(s) _____
Subcontractors _____

Resident and Inspectors _____ Contractor's Superintendent _____

Bondina Company	
Final Inspection made by	John Doe
	6/5/1989
	(State personnel) (Date)

 District Engineer 8/4/1989 ← **Date of Occurrence** Contract Price _____
 Passed _____ Date _____ Additions _____
 Engineer of Construction Date _____ Deductions _____
 _____ _____ Total Cost _____

Contract Price	_____
Additions	_____
Deductions	_____
Total Cost	_____